

LOCKDOWN DRILL PREPARATIONS

Division of
Public Safety

Lockdown Drill Procedures - What to do during a Lockdown Drill:

1. If not in a secure location, go to the nearest restroom, closet, or office and secure yourself.
2. Move to the safest part of the room, away from doors and windows.
3. Turn off all lights, computer monitors, and projectors.
4. Cover door windows with window cover, shades, or paper.
5. Pull down window shades.
6. Silence cell phones.
7. Assist individuals who need assistance.
8. Remain quiet.
9. Wait until the "All-Clear" message is announced over the speaker system or bullhorn before resuming normal activities.

Preparation before the day of drill:

1. Review the Lockdown Drill Procedures and discuss the Lockdown Procedures with students and employees.
2. Identify safe rooms and secure locations.
3. Communicate with students and employees the plan of action.

Instructions to follow the day of the drill:

1. Follow Lockdown Drill Procedures.
2. All occupants are required to participate in the lockdown drill, including visitors and or contractors. Non-participation will be reported to the College President/Administration.
3. The drill will begin with a verbal notification on the speaker system via System Office Police Dispatch, a local panel (campus), or bullhorn informing occupants of the lockdown drill.
4. The duration of the announcement will continue for 8 -15 minutes.
5. Law enforcement and DEP will observe and document compliance with drill requirements.
6. The drill will officially end when a verbal "All-Clear" is given over the speaker system or bullhorn.

After the drill:

1. Debrief with employees.
2. DEP will provide an "After-Action Report" to the College President within 30 days after the lockdown drill.
3. Participants may offer feedback via emergencypreparedness@lonestar.edu.